

**CLASS TITLE: CHIEF LEGAL COUNSEL – TRANSACTIONS (DOA)**

**Class Code: 02991501**  
**Pay Grade: 43A**  
**EO Code: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Under the general direction of the Administrative and Legal Support Services Administrator, to provide statewide coordination of transactional and procurement matters including, but not limited to, negotiation, drafting and closing commercial transactions; to advise the Administrative and Legal Support Services Administrator about general matters involving state real estate, procurement and government contracting; to coordinate the dissemination of relevant information; as requested, to assist in resolution of procurement disputes and controversies; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Administrative and Legal Support Services Administrator with considerable latitude for the exercise of independent initiative and judgment; work is subject to review through conferences and written reports for satisfactory performance, results obtained and conformance to prescribed policies or procedures.

**SUPERVISION EXERCISED:** Supervises subordinate professional and administrative staff in the Division of Legal Services.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To provide statewide coordination of transactional and procurement matters including, but not limited to, negotiation, drafting and closing commercial transactions.

To advise the Administrative and Legal Support Services Administrator about general matters involving state real estate, procurement and government contracting.

To coordinate the dissemination of relevant information.

As requested, to assist in resolution of procurement disputes and controversies.

To coordinate and oversee the negotiation, drafting and closing of commercial transactions for the Department of Administration and other state departments and agencies.

To provide a global overview of the various agency and departmental legal contracts, ensuring a cooperative and mutually beneficial development of strategies in transactions wherein precedents have or could be established.

To serve as a resource for various departments.

To evaluate and disseminate information about standard template agreements and supervise the maintenance of appropriate databases.

As necessary, to participate in various transactional-related training and informational programs.

In coordination with the Administrative and Legal Support Services Administrator and the Office of Attorney General, to handle procurement matters.

To review recent decisions in various forums and suggest topics for negotiations or legislation based on adverse decisions, or unclear language.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS, AND CAPACITIES:** A thorough knowledge of the principles, practices, and techniques of negotiation, drafting, contract management, as well as real estate matters; and the ability to apply said techniques; the ability to assist in planning, developing, and coordinating the work of a staff engaged in transactional matters and commercial contracting; the ability to establish effective working relationships with departmental legal personnel; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Graduation from an accredited law school; and

Experience: Extensive employment or practice in civil litigation and/or corporate practice, including involvement in areas such as transactional, commercial contracting, procurement, and corporate law.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** Must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.

Class Created: November 21, 2021